



CITY OF WILMINGTON, DELAWARE
HONORABLE JAMES M. BAKER, MAYOR

PROCLAMATION REQUEST FORM

Today's Date: _____ **Date Proclamation is needed:** _____

*****All requests must be made seven business days prior to date needed,
with the exception of posthumous requests.**

Person or event to be recognized: _____

Reason for recognition: _____

*****Please attach any fliers and/or any other additional background information.**

Contact: _____

Office/Agency: _____

Telephone: _____ **Email:** _____

Mailing Address: _____

Will you personally pick up the proclamation from the Mayor's Office? ____Yes ____No

If not, please indicate the address to which you would like the proclamation mailed:

Please submit this request form by mail, fax, or hand-delivery. Due to the large volume of requests, telephone phone requests will not be honored. However, procedural questions may be directed to (302) 576-2103 or dthompson@WilmingtonDE.gov.

Mail/in person: Office of the Mayor, 800 N. French Street, Wilmington, DE 19801
Fax: (302) 571-4102
Attn: Dawn Thompson

Proclamations are provided by the Mayor's Office as a service to Wilmington residents with the goal of honoring individuals/organizations, celebrating events of mass appeal, and increasing public awareness of noteworthy issues affecting our citizens. These public service documents are strictly honorary and are not legally binding. Proclamation requests are reviewed on a case-by-case basis and submission of this form does not guarantee issuance. The Mayor's Office reserves the right to decline any request for a proclamation or issue a congratulatory/recognition letter instead. Due to editorial content and/or space limitations, we reserve the right to edit all submissions. No proclamation may be used as part of an advertisement or commercial promotion without express permission from the Mayor's Office. Issuance of a proclamation does not constitute an endorsement of any individual, organization or entity by the Mayor.